

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND SOCIAL SERVICES
DIVISION OF MANAGEMENT SERVICES
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

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| TOPIC: Institution Accounting 3.1 | EFFECTIVE DATE: 7/30/93 |
| TITLE: Monthly Bank Reconciliations | REVISION DATE: |
| AUTHORIZED BY: Cheryl Thompson, Deputy Director | PAGE 1 OF 3 |

POLICY

The Department of Administration requires all bank accounts maintained by agencies to be reconciled monthly to the accounting records by an independent person. The Bureau of Fiscal Services is required to submit an annual certification of account balance for all contingent, petty cash, and change accounts to the Department of Administration.

PROCEDURE

1. All bank accounts are to be reconciled monthly. Bank accounts include all contingent, canteen, resident and general accounts. Bank accounts should be reconciled by an individual independent of the person(s) maintaining the account. Maintaining the account includes approval of invoices and signing the checks. An independent person is one who does not approve invoices, enter disbursements or receipts into the accounting system and does not ordinarily sign checks.

If the size of the business office precludes having an independent person reconcile the bank account monthly, at a minimum, an independent person should review the monthly bank reconciliation.

The reconciliation worksheets should clearly reconcile the book balance to the bank balance and to the authorized balance. Cash on hand (petty cash, change account, etc.) is to be verified at least once a month.

The person completing or reviewing the reconciliation should sign and date the reconciliation to attest that the reconciliation has been properly completed. Outstanding checks over one year should be voided. Any variances are to be explained and/or adjustments to accounts are to be made accurately and promptly.

2. Annually, the Management Director, or designated account custodian, for each division or institution holding an authorized bank account shall certify that bank accounts have been reconciled monthly.

The attached certification shall be completed and sent by July 15 of each year to:

Chief of Administrative and Institution Accounting Section
Bureau of Fiscal Services
Division of Management Services
P.O. Box 7850
Madison, WI 53707-7850

For FY93 only, the bank account certification is to be signed and sent to BFS by August 15.

ATTACHMENTS

Bank Account Certification

REFERENCES

INSTITUTION ACCOUNTING 1.0 (Procedures for Contingent Accounts)
INSTITUTION ACCOUNTING 3.0 (Depository Funds and Petty Cash Report)

CONTACT PERSON

Amy Korpady, Chief
Institution and Administrative Accounting
(608) 266-2708

BANK ACCOUNT CERTIFICATION

I certify that all bank accounts (contingent, canteen, resident and general) have been reconciled monthly. The reconciliations, or a review of the reconciliations, has been made by an individual independent of the person(s) responsible for maintaining the account. Reconciliations have been made from the book balance to the bank balance and to the authorized balance.

Signature

Title

Date